

UNNUMBERED MEMORANDUM

TO : District Supervisor
Public Elementary and Secondary School Heads
School LIS Coordinators

FROM : 
DR. MERTHEL M. EVARDOME
Acting Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

SUBJECT : **LIS HOUSEKEEPING FOR EOSY 2014 – 2015**

DATE : March 26, 2015

The Learner Information System (LIS) Housekeeping for End of School Year (EOSY) 2014 – 2015 is now on-going.

Attached to this Memorandum are guidelines and procedures in the use of the correction facility of the LIS which are self-explanatory. All public elementary and secondary School Heads are hereby directed to review and approve the requests for correction created by teacher-advisers in the LIS website based on documents presented.

School LIS Coordinators shall assist the School Head and the advisers in the conduct of the housekeeping to clean-up erroneous learner profiles, duplicate LRNs, multiple enrolments, invalid enrolments, and other issues in the LIS.

Please be reminded that the School Head shall be responsible and accountable for the accuracy and validity of the LIS registry of learners of their school. The deadline for the housekeeping activities shall be announced on a separate Memorandum.

For your information and compliance

CORRECTION FACILITY (BASIC PROFILE) REQUEST

Account: Adviser/ICT Coordinator

Profile

LRN 104795140006

ICT/Adviser Account: Display Profile of Learner then;

- click the 3 dots (last icon)
- Select the Correct basic Profile

Reason *

required

New Data

Last name * BAYBAYON

First name * SHINE

Middle name * AUSTRIA

Extension name

Gender * Male

Birthdate * 08/02/2008

Current Data

Last name * BAYBAYON

First name * RAIN

Middle name * AUSTRIA

Extension name

Gender * Male

Birthdate * 08/02/2008

3. Provide correct data (1st name change to Shine from Rain). Click Check button.

Cancel **Check**

Correction of Learner Profile

One or more fields of this form has been updated. Please continue editing for actual submission.

Reason *

required

New Data

Last name * BAYBAYON

First name * SHINE

Middle name * AUSTRIA

Extension name

Gender * Male

Birthdate * 08/02/2008

4. Review requested correction (New data vis-a-vis Current) Click Submit button.

Cancel **Revise** **Submit** **Close**

Change Request #26

Change request submitted pending School Head's approval.

Correction of Learner Profile

Field	Old Data	New Data
Last name	BAYBAYON	BAYBAYON
First name	RAIN	SHINE
Middle name	AUSTRIA	AUSTRIA
Extension name	BLANK	BLANK
Birthdate	08/02/2008	08/02/2008
Gender	Male	Male

5. Check notice and approval status. Click Close button.

Requested: 03/12/2015 15:52
Reason: required

Approval: Changes will be applied upon approval of the School Head.

Level: School Head
Status: PENDING

Cancel Request

CORRECTION FACILITY (BASIC PROFILE) APPROVAL

Account: School Head/ICT Coordinator

Change Requests

Pending Approved Disapproved

2 Pending Requests

#	Type	Learner	Affected Enrolment	Affected Learner	Requested At
1	Correction of Learner Profile	104784110027 OLIDAN, ANGELYN CARGADERA	2	1	1 hour ago
2	Correction of Learner Profile	104795140006 BAYBAYON, RAIN AUSTRIA	0	0	58 seconds ago

3 View

SCHOOL HEAD/ICT ACCOUNT:

1. Select Data Correction Tab and click Change Requests.

2. Select Pending Tab to view pending request for review.

3. Click View Profile of selected Learner

Change Request #31

Correction of Learner Profile

Field	Old Data	New Data
Last name	BAYBAYON	BAYBAYON
First name	RAIN	SHINE
Middle name	AUSTRIA	AUSTRIA
Extension name	BLANK	BLANK
Birthdate	08/02/2008	08/02/2008
Gender	Male	Male

4. Review correction request and provide comment to decide

Requested: 03/12/2015 16:12
Reason: no birth certificate

Approval: Changes will be applied upon approval of the School Head.

Level: School Head
Status: APPROVED

Approval remarks: i double check

Close **Approve** **Disapprove** **Close**

Change request approved

5. Review system notification and click close button to go to the next profile to review

Correction of Learner Profile

Field	Old Data	New Data
Last name	BAYBAYON	BAYBAYON
First name	RAIN	SHINE
Middle name	AUSTRIA	AUSTRIA
Extension name	BLANK	BLANK
Birthdate	08/02/2008	08/02/2008
Gender	Male	Male

Requested: 03/12/2015 16:12
Reason: no birth certificate

Approval: Changes will be applied upon approval of the School Head.

Level: School Head
Status: APPROVED

Remarks: next time, i double check

Close

Template/Format for Enrollment with Data Issues (Request Form 02)

Subject: Enrollment with Possible Multiple Enrollment or Data Issues

Send to: listrackermain@gmail.com

Note: Endorsement of School Head is required (signed and scan). Please use worksheet/excel format for the matrix

Region		Currently Enrolled (Present enrollment)					as appeared in Birth Certificate					Date of 1st Attendance (MM/DD/YYYY)	Code:	
		Division	School	School ID	Grade	Section	LRN (Currently Used)	First Name	Middle Name	Last Name	Ext Name			Date of Birth
														1-No enrollment Found
														2- Update Failed
														3 - Enrolment Failed

Reported by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Endorsed by
						School Head

Template/Format for Reporting TWIN Learners that Merged Identity (Request Form 04)

Subject: TWIN Learners that Merged Identity

Send to: litrackermain@gmail.com

Note: Endorsement of School Head is required (signed and scan). Please use worksheet/excel format for the matrix

Region		Currently Enrolled (Present enrollment)					Personal Information of Learners as Appeared in Birth Certificate					Date of 1st Attendance (MM/DD/YYYY)	REMARK	
		Division	School	School ID	Grade	Section	Correct LRN	First Name	Middle Name	Last Name	Ext Name			Date of Birth
														Learner 1 (Twin 1)
														Learner 2 (Twin 2)

USER ID:

NAME OF REQUESTING PERSONNEL:

DESIGNATION:

Template/Format for Reporting Learners that Actually not Attending Classes since June 2, 2014 (Request Form 03)

Subject: Request for Removal of Enrollment Record or Void Enrollment

Send to: litrackermain@gmail.com

Note: Endorsement of School Head is required (signed and scan). Please use worksheet/excel format for the matrix

Region		Currently Enrolled (Present enrollment)					Personal Information of Learners as Registered in LIS					Date of 1st Attendance (MM/DD/YYYY)	Reason for Requesting Removal of Enrollment Record	
		Division	School	School ID	Grade	Section	LRN	First Name	Middle Name	Last Name	Ext Name			Date of Birth

Important:

1. For Learner who did not attend classes since opening (June 2, 2014 up to present) ONLY.
2. Under Reason for "Requesting Removal" please explain the reason why/how the inclusion of these learners in LIS
3. Must not be included in Report on Promotion (SF 5)
4. Submit report to the Office of the Schools Division Superintendent. Copy furnish LIS Help Desk (litrackermain@gmail.com)

Template/Format for REPORTING MULTIPLE LRN/ENROLLMENT (Request Form 01)

Subject: Multiple LRN/Enrollment

Send to: listrackermain@gmail.com

Note: Endorsement of School Head is required (signed and scan). Please use worksheet/excel format for the matrix

Region	Currently Enrolled (Present enrollment)					LRN (Currently Used)	as appeared in Birth Certificate				Date of 1st Attendance (MM/DD/YYYY)	OTHER EXISTING LRN	
	Division	School	School ID	Grade	Section		Correct Name						
							First Name	Middle Name	Last Name	Ext Name	Date of Birth	Gender	

Reported by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Endorsed by
						School Head